

2430 E Street, N.W.
Washington 25, D.C.

NIS CHAPTER IX MEMO NO. 2

DATE 7 December 1954

MEMORANDUM FOR: NIS Chapter IX Contributors

SUBJECT: Typing Specifications

Your attention is called to the following specifications for typing NIS text, which are quoted from the editorial instructions contained on page 2 of the NIS Standard Instructions:

The last word of a typed line is always a complete word, avoiding ending any line with a hyphen.

Call numbers should also be expressed on a single line, so that the spacing will be clear to the person who types the final copy.